

Rule 9004-2. Caption - Papers, General.

(A) Caption. The caption of all papers shall conform to applicable Official Form “Caption”. The court style shall be centered at the top of the first page, and the case number (with the suffix “-BKC-” followed by the judge’s initials) and chapter of the case shall appear to the right of the case style. The first page must reserve a space 2 inches square in the upper right-hand corner to accommodate the clerk’s file stamp. Captions for subpoenas to be issued by this court for cases or proceedings pending in other districts shall contain the court style for this district and the case name for the district where the case is pending and shall include the out-of-district case number and the court name below the space provided for the case number assigned by this court.

(B) Title of Paper. The title of every paper filed, except exhibits, shall be in bold, identify the filing party and shall be descriptive of the paper, indicating the relief sought or the action proposed.

[Comment: See also Local Rules 7003-1(B), 9004-1(B), 9015-1(A), and 9075-1 (particular requirements in title).]